



*Embassy of the United States of America*

April 25, 2010

To: All Prospective Bidders

Subject: Request for Price Quotation  
DAMASCUS-10-R-0732

The Embassy of the United States of America, Damascus, invites you to submit a Price Quotation to provide and install office furniture for the 3rd floor at Public Diplomacy Building (PD) located in 2 Al Mansor Street, Abu Rumaneh as per attached floor plan, Statement of Work (SOW) terms and conditions.

A walk through visit to the site has been scheduled for **Monday May 03, 2010 at 10:00AM**. Should you be interested to attend, please contact the Embassy's representative Mr. Farouk Hashem at 3391 3559 by maximum **Thursday April 29 at 11:00 am to fix the appointment**.

Please make sure to provide your technical offer *separately* from your financial offer. All quotations are due **On Sunday May 09th 2010 before 14:00** with detailed breakdowns of labor and materials costs in sealed envelope to the front gate of the Embassy located at the below address, in an enclosed envelope, marked as follows:

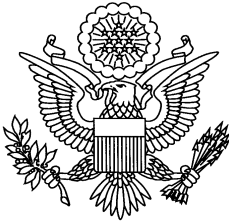
American Embassy Damascus Syria  
2 Chare Al-Mansur Street

Attn: Ms. Michelle N. Ward  
Contracting Officer

" Price Quotation for PD Furniture"

Sincerely,

Michelle N. Ward  
Contracting Officer



*Embassy of the United States of America  
Damascus, Syria*

***FACILITY MANAGEMENT OFFICE***

**SCOPE OF WORK**

DATE: April 20, 2010

PROJECT: Provide Furniture

LOCATION: Public Diplomacy – Third floor

The Embassy of the United States of America, requests a proposal for the project as described below.

**1. PROJECT DESCRIPTION:**

Public diplomacy third floor is an executive floor for PD mission. The office space is under full renovation. The new space plan and prospective furniture should fulfill all employees' needs, comfort and provide sufficient range of free movement between offices and desks.

PD third floor is hosting many cultural events, and the first impression of the office and its final appearance with the new furniture for any guest should be highly presentable of the type of work the public diplomacy offering for the public.

**2. GENERAL REQUIREMENTS**

- 2.1 The Contractor shall provide qualified maintenance personnel, equipment, materials, tools and supervision as needed to complete the services that meet the technical requirements in this Statement of Work [SOW]. It is expected that the Contractor shall partner closely with Embassy personnel.
- 2.2 The work shall be executed in a diligent manner in accordance with a negotiated firm fixed price and performance period.

- 2.3 The Contractor shall have limited access to and not be admitted into any structure outside the areas designated for the project except with permission by the Embassy. The Contractor shall address the impact of the consequent disruption and provide for a continuing level of operation for continuous occupation of the occupied office spaces during any electrical disruption of greater than one hour.

### 3. GOVERNMENT MATERIAL (GM)

The Embassy will provide no materials, tools or supplies for this contract.

- 3.1 Contractor shall provide adequate quantities of materials to provide a complete project as specified. Quantities stated in this SOW are estimates only. The contractor is responsible to determine the exact amount of material required and supply enough to deliver a complete project. Any technical element needing engineering design is going to be the contractor's responsibility.
- 3.2 All plans, schedules and materials are subject to embassy prior approval

### 4. Scope of Work

According to the attached plan, please provide and install the following list:

Location (Room No.)	Item	Description	Quantity
1	Meeting table	(300*140 cm) – oval shape	1
	Meeting Chairs	Provided with hand rest with wheels, mechanical adjustable fixture, leather cover	10
	Seat Chairs	Provided with hand rest – Leather cover	6
	TV Table	(W 75*D 43* H 75 cm) – table has shelves for AV equipments – back of cabinet should be provided with holes to run cables to TV set	1
2	Desk (A,B,C,D)	L , corner shape – (170*170 cm) – continues desk width 70 cm	4
	Floor standing Cupboard(F)	(W75 *D35*H 160 cm),	1
	Mobile storage unit	(W 53*D 45*H 69) cm – provided with two regular drawers at the top and one filing cabinet drawer at the bottom (legal size folders)	4
	Floor standing	(W 170* D 45* H 75 cm)	1

	Credenza (E)	Right hand side: top is a filing holding drawer (legal size) bottom is a cupboard with two doors. Middle: shelves. Left hand side: top is a filling holding drawer (legal size folders), bottom is a cupboard with two doors	
3	Desk (A)	Special design “custom to fit”	1
	Shelf	regular wall mounted shelves (100*32 cm) mounting will be on aluminum frame of prefabricated wall	2 pieces
	Desk (B,C,D,E,F,G)	L , Corner shape – (170*170 cm) - continues desk width 70 cm	6
	Partition B,C	Bottom piece (170*110*5 cm) prefabricated wall / upper piece is tempered glass (170*40 *0.4 cm) / frames are made of Aluminum / cross section thickness of aluminum stands should be 1.5 mm	1
	Partition D,E,F,G	Bottom piece (170*110 *5cm) prefabricated wall / upper piece is tempered glass (170*40*0.4 cm) / frames are made of Aluminum / cross section thickness of aluminum stands should be 1.5 mm	4
	Filing Cabinet (J,K,L)	5 Drawer filing cabinet (legal size folders)	3
	Service Cabinet (H)	(W 100 *D 45 *H 70cm) for printers – cupboard at the bottom with shelves	1
	Storage Cabinet (I)	(W 104*D 45* H 180cm) bottom part is six drawers for hanging folders (legal size folders) – upper part regular cupboard with two doors “provided with shelves”	1
	Mobile storage unit	(W 53*D 45*H 69) cm – provided with two regular drawers at the top and one filing cabinet drawer at the bottom (legal size folders)	7
8	Secretary Desk (A)	(120*70 cm) rectangular .	1
		Two end desks, curved edges	2
	Mobile storage unit	(W 53*D 45*H 69) cm – provided with two regular drawers at the top and one filing cabinet drawer at the bottom (legal size folders)	1
	Wall mounted shelf unit (B)	(W 120*D 35* H 110 cm) / shelves with no doors	1
*6	Office Desk	Custom to fit (optional, discussed during site visit)	1

\*optional, this item is required to be included in price offer but it will subject to be cancelled from the total furniture order.

- 1- Desks, Cupboards and any storage unit are made of MDF wood boards and covered with thin wood layer
- 2- Wood board thickness should be 25 mm for tops and side structures
- 3- Side finishing of the tops and leg boards should be a scraped sides with particle glow adhesive wood trims
- 4- All pull drawers should be provided with bearing nut rails “stainless steel nuts” and brake mechanism, all accessories should be made of very high quality, European origin.
- 5- Seats structure: made of made of pin wood - body made of high density foam material – covered with leather
- 6- All wood materials are from European origin
- 7- All finishing material colors, fabrics, leather should be made from high quality, samples should be presented to the COR to arrange choices meeting with PAO
- 8- All desk corners “ which are exposed to traffic” should be curved corners not an angle corners.
- 9- Samples of tops, sides, drawer pull mechanisms should be presented to the COR in order to arrange for PAO to make choices.

10- Office space in area # 3:

Three prefabricated walls “sandwich panels” to form the space of desk A office in area # 3. Bottom part should be an insulated sandwich panels, upper part up to the suspended ceiling is tempered glass . Exact measurements will be available during site visit.

Aluminum frames should be purchased from local manufacturer “MADAR Co.” Supporting aluminum frames, which forming the main body structure of office walls should be 4\*8 cm, cross section thickness of subject frames not less than 1.5 mm.

The frame at one wall should be able to hold two shelve boards “ location of shelves will be identified during site visit”

Samples of bottom part of the prefabricated walls, and a cross section of the wall should be presented to the COR. To choose color and finishing material.

Glass part: all glass boards should be non local origin, 6 mm thickness, all glass boards should be tampered.

Office door made of aluminum. all hinges, lock and door accessories are Italian made

11- W: is the measurement which is taken horizontally parallel to the wall

D: is the measurement which is taken in an intersected direction with the wall

H: is the measurement which is taken vertically from the ground

Herein the table showing the total quantity of each piece of furniture:

	Item	Quantity
1	Meeting Table	1
2	Meeting Chair	10
3	Seating Chair	6
4	TV Table	1
5	Office Desk	10
6	Floor Standing Cupboard	1
7	Mobile Storage Unit	12
8	Floor Standing Credenza	1
9	Desk A – Custom to fit	1
10	Shelf	2 pieces
11	Partition	5
12	Filing Cabinet	3
13	Service Cabinet	1
14	Storage Cabinet	1
15	Secretary Desk	1
16	Secretary End desks	2
17	Wall mounted shelf unit	1
18*	Office desk (optional)	1

## 5. PROJECT SCHEDULE

- a. Contractor shall provide, as part of the submitted proposal, a proposed work schedule and time line to Embassy.
- b. Furniture final design is contractor responsibility and requires embassy approval
- c. Work hours will be from 8:00 to 17:00 hrs

## 6. MILESTONES

The following points of the project must be approved prior to the contractor proceeding to the next phase.

- A. Approval of Time schedule
- B. Approval of and final furniture designs
- C. Approval of materials used
- D. Approval of final product quality before delivery.
- E. Approval of final installation quality prior to approval of final invoice.

## **7. QUALITY CONTROL**

- a. A site supervisor that has a minimal knowledge of English must be present at all times.
- b. Site supervisor will ensure the material is not damaged prior to or during installation
- c. A final inspection will be held with the Embassy COR and the site supervisor to inspect for quality of the finished works.

## **8. SAFETY**

- a. Site supervisor will ensure that all equipment used during the project is in safe operating condition. All personnel on the job site will be given the appropriate safety equipment, supplied by the contractor. The Embassy reserves the right to stop the work if any unsafe conditions are found.
- b. All electrical equipment such as drills, saws and any extension cords must be properly grounded and be free from any defect in the insulation.
- c. All ladders will be in good condition and used in a proper manner.

## **9. SECURITY**

- a. A list of all personnel working on the project along with Identification numbers must be submitted to the embassy no later than 3 working days prior to the beginning of actual construction.
- b. While on the Embassy property, all personnel must be escorted at all times. Any personnel found unescorted will be removed from the project immediately.
- c. Job site personnel will be issued a visitors badge by the Security staff and this badge must be worn and visible at all times

## **10. Evaluation Technical Factors for award**

### **10.1 Evaluation of Proposals:**

Technical offer should be submitted as part of general offer, but in separate sealed Envelope, with the title of "Technical offer"

#### **10.1.1 General:** to be acceptable and eligible for evaluation, offerors must prepare

proposals to meet all the requirements of this solicitation. The Government may determine an offeror to be unacceptable and exclude it from further consideration for failure to comply with terms and condition of previous listed sections.

**10.1.2 Basic for award:** the government intends to award this contract to the lowest Priced, technically acceptable offeror who is a responsible contractor. The evaluation process will follow the procedures below:

a) Initial evaluation

The government will evaluate all proposals received to ensure that each proposal is complete in terms of submission of each required section. The government may eliminate proposals that are missing required information.

b) Technical acceptability:

The government will thoroughly review those proposals remaining after the initial evaluation to determine technical acceptability. The government will review offeror's proposed project manager to insure that he/she is acceptable to the government, and may also review past references provided as part of the experience and past performance information “ which suppose to deliver by the offeror, to verify quality of past performance.

c) Price:

The government will evaluate price for all technically acceptable offerors and determine the lowest overall price.

d) Responsibility:

The government will determine responsibility by analyzing whether the apparent successful offeror complies with the following requirements:

- 1- adequate financial resources or the ability to obtain them;
- 2- ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- 3- satisfactory record of integrity and business ethics;
- 4- necessary organization, experience, and skills or the ability to obtain them;
- 5- necessary equipment and facilities or the ability to obtain them;
- 6- otherwise qualified and eligible to receive an award under applicable laws and regulations.



The government reserves the right to reject proposals that are unreasonable low or high in price.

## **11- PAYMENTS**

- 11.1 The Contractor shall provide a fixed priced lump sum proposal to the Contracting Officer. The Contractor may submit requests for progress payments at monthly intervals to cover the value of labor and materials completed to date.
- 11.2 The Contractor shall submit one copy of all payment invoices, with the appropriate backup documents to the COR. The COR will determine if the invoice is complete and proper as submitted. The COR also will determine if billed services have been satisfactorily performed and if expenses billed are correct. If it is determined that the amount billed is incorrect, the COR will within seven days, request the Contractor to correct and resubmit the invoice for approval.

